



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 448

TO : **Public Schools District Supervisors/District In-charge**
Public Elem./Secondary Schools Administrators
Teaching/Non-teaching Personnel
All Others Concerned

FROM : *ppaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
9/12/22

SUBJECT : **SIGNING OF APPOINTMENTS**

DATE : **September 08, 2022**

1. For Issuance of Appointment (CS Form No. 33-A), it is required that teachers acknowledge their Appointments by affixing their signatures in the documents.
2. Furthermore, issuance of Appointments involves simultaneous processing of not just one but all kinds of Appointments (Promotion, Reclassification, Substitute teachers & Newly Hired Teaching/Non-teaching Personnel). These include encoding, routing of Appointments to different signatories, assisting each personnel in the signing of appointments and lastly sorting of documents.
3. The Civil Service Commission has given the Division Office only one (1) month to process and accomplish all Pertinent Papers for their approval. Thus, failure to forward the documents before its due date means disapproval of their Appointments.
4. So, it is desired that teachers be made available to come in the Division Office **preferably, Monday and Friday** once they are informed through a text message from the HRMU in-charge of processing of Appointments. In this way, the Division Office can have enough time to sort and review the documents before it is finally forwarded to the Civil Service Commission (CSC) for approval.
5. For information, dissemination, and strict compliance.

12 SEP 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph